

STATE OF MONTANA
DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES
MONTANA DEVELOPMENTAL CENTER
P.O. BOX 87
BOULDER, MT 59632

VACANCY ANNOUNCEMENT

EXTERNAL POSTING

JANUARY 9, 2008

4 PAGES

Title:	Pay/Benefits Technician	Position No.:	51150
Division:	Disability Services	Pay Band:	4
Location:	Payroll Department Boulder, MT	Union:	Non-Union
Status:	Perm/Full-time	Starting Date:	As soon as possible
Salary:	12.037 for employees new to state government	Supplement:	Yes

APPLICATION DEADLINE: Applications may be returned to the Montana Developmental Center, Personnel Office, Boulder, MT 59632 no later than 5:00 p.m. on Friday, January 25, 2008. Applications may be faxed to 406-225-4414 or e-mailed to Cbirtcher@mt.gov. Completed applications may also be submitted to your local Job Service office.

SPECIAL INFORMATION: Shift: 8:00 a.m. - 4:30 p.m. Days off - Saturday & Sunday

Facility policy restricts smoking to outside designated areas.

Current certification of freedom from tuberculosis is required. A skin test will be provided by Montana Developmental Center for persons able to use this test.

REASONABLE ACCOMMODATIONS: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact Donna Gilmer, Personnel Officer at (406) 225-4439. TDD (Telephone Device for the Deaf) users may call 711 for assistance.

TYPICAL DUTIES:

Under the general supervision of the Fiscal Services Manager, this position supervises the overall operation of the Payroll Section.

ESSENTIAL JOB FUNCTIONS:

- A. Develops & implements procedures in the Payroll section to collect and process all aspects of information for the payroll, including time recording, leave adjustments, and benefits, for approximately 380 employees and clients.
 - 1. Identifies contract changes and obtains interpretations of contract language as it affects payroll by monitoring implementation of union contracts.
 - 2. Processes bi-weekly payroll and time keeping functions in Kronos and SABHRS including review and verification of hours properly recorded, time reporting codes, leave accrual and balances, withholding, deductions, taxes and task profiles. Notify proper person of missing documents or adjustments that need to be made.

ESSENTIAL JOB FUNCTIONS: - continued

3. Maintains payroll information in Kronos and SABHRS which include payroll deductions, for current employees, new hires, and terminated employees. Gather information through applicant flow, employees, supervisors, managers, and other state agencies.
 4. Responds to questions and complaints from employees, supervisors, central payroll and other agencies concerning payroll and benefits, work activities including: researching issues, interpreting policy, developing solutions and correcting problems.
 5. Uses existing SABHRS/KRONOS training tools to identify discrepancies to detect potential errors and exceptions. Identifies potential problems, research activity and correct errors as necessary.
 6. Calculates and verifies retroactive pay. Checks changes made by SABHRS to determine if information within system is correct.
 7. Maintains information of hours worked, annual sick, holiday banked and taken, non-exempt comp-time earned and taken, and leave adjustments. Verify if differential pay or other adjustments need to be entered in SABHRS.
 8. Processes newly hired employees providing a comprehensive orientation to payroll, policies, benefits and options available: health, dental, life insurance, PERS, Deferred Compensation, and assists employees with completion of forms within the first week of hire. Assembles a personnel file for new employee, completing rolodex card, raise card, new start worksheet, and deduction form.
 9. Assures terminating employees receive appropriate termination packages, processes employee terminations and provides payout information and counsel terminating employees including retirees.
 10. Plans and carries out the completion of annual projects such as notification of excess leave, holiday bank taken/non-exempt comp time, PERS.
 11. Coordinates open enrollment period with Employee Benefits. Assists departmental employees with annual Individual Benefits Statements. Answer questions regarding the group insurance benefits packages, changes available, time lines or limitations; deductible, co-payment, effective date, costs and state share contribution; explains premium payment plan, COBRA rights and options, self-pay process, conversion requests and Annual Change period. Computes costs of changes and advises employees when they will exceed State Share. Furnishes correct forms, proofs forms for accuracy upon completion and submits form to proper personnel. Provide information/assistance to employees wishing to add/delete dependents on their insurance.
 12. Completes verification or certifications for payroll and prior employment, wages, retirement withdrawal, and deferred compensation plan. Prepare military buy back forms for enlisted employees returning after active duty, monthly working retirement certification for returning retired employees, and other letters of verification.
 13. Reviews payroll forms for required information and accuracy including: Payroll Status, Deductions, Leave & Service Balance Adjustment, Savings Bond Authorization, Direct Deposit, W4.
 14. Calculates pro-rated union dues for part time<20 hours employees based on hours worked by using established guidelines.
 15. Reviews pay increases, longevity increases, and leave accrual report for accuracy, calculates adjustment amounts, enters to payroll program and employee records.
 16. Explains payroll procedures to auditors and extracts necessary data for them. Discusses various options on changing procedures with supervisor when requested due to an audit exception.
 17. Interviews applicants and recommends for hire, trains, evaluates, and recommends discipline for payroll staff using existing administrative guidelines.
 18. Conducts Kronos training for employees, shift managers and supervisors.
- B. Within the limits of training and abilities, acts to protect facility clients from immediate harm in any observed or known perilous situation where the potential for injury or death is clear.

ESSENTIAL JOB FUNCTIONS: - continued

- C. Ensures the work environment is safe and well maintained to prevent needless injury, time loss, and expense.
- D. Performs all work tasks in a proper and safe manner following established policies, general safety rules and safe operating procedures.
- E. Complies with HIPAA guidelines for Level 2 information - does identify the client and their basic demographic information. It does relate the type of services or date(s) of service and basic program information. Level 2 information would be the type contained in an eligibility file, name of services provided, or residence #.

KNOWLEDGE, SKILLS AND ABILITIES DESIRED:

Knowledge: Knowledge of the practice and procedures of bookkeeping and accounting applicable to payroll processing, state payroll rules and regulations, employee benefits and related records and reports; of supervisory practices and procedures; of Excel, Word and SABHRS or similar software program.

Skills: Demonstrated skill in the use of general office tools such as telephone, calculator, fax machine, shredder, copy machine, typewriter, personal computer and printer; in explaining processes to people.

Abilities: - must have the ability to:

- 1) add and compute figures
- 2) apply rules and regulations in a variety of applications
- 3) process forms and prepare reports
- 4) provide information and train program personnel regarding payroll activity
- 5) plan, direct and evaluate the work of section staff
- 6) follow written and verbal instructions
- 7) communicate effectively verbally and in writing
- 8) establish and maintain effective working relationships with employees, other agencies and the public
- 9) remain tactful in trying situations.

EDUCATION AND EXPERIENCE REQUIRED:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to a high school diploma or equivalent with additional course work in bookkeeping or accounting and four years of computerized bookkeeping which includes at least two years of payroll, benefits, or timekeeping experience for 100 or more people.

Prefer individual with SABHRS training.

IMMIGRATION REFORM AND CONTROL ACT:

In accordance with the Immigration Reform and Control Act, the person selected must produce within three (3) days of hire documentation that s/he is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

SELECTIVE SERVICE ACT:

In accordance with the Montana Compliance with Military Selective Service Act, the person selected, if male and born after January 1, 1960, must produce within three days of hire, documentation showing compliance with the federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with the Selective Service was not done knowingly or willfully.

COMPENSATION:

This position is classified at pay band 4 on the state's general pay plan. Full time state employees are also provided paid health, dental and life insurance. Other benefits include a credit union, a deferred compensation program, public employees retirement system, fifteen (15) working days annual leave, twelve (12) days sick leave per year, paid holidays, and up to fifteen (15) days military leave with full pay.

APPLICATION AND SELECTION PROCESS:

This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool.

Selection procedures to be used in evaluating applicant's qualifications may include, but are not limited to, an evaluation of the Montana State Application Form; a structured interview; a performance test, reference checks and an extensive background check. Application materials required are as noted below:

1. Current employees of the Montana Developmental Center must submit a signed and completed Bid Request Form.
2. Other applicants must submit a signed and completed State Application for Employment to Montana Developmental Center, P.O. Box 87, Boulder, MT 59632, fax application to 225-4414 or e-mail to Cbirtcher@mt.gov. Applications may also be submitted to a Local Job Service Office.
3. Any relevant college transcripts, if not currently contained in the personnel file.
4. Any supplemental responses.
4. Applications claiming the **Veterans' or Handicapped Persons' Employment Preferences** (See State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the DPHHS (SRS) Certification of Disability form. NOTE: Veterans' and handicapped persons' preferences only apply when recruitment includes solicitation of applications from the general public.

Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This position is an advertisement for the solicitation of applications for the position. It is not intended to represent a contract between the employer and the applicant selected.

APPLICATION SUPPLEMENT INSTRUCTIONS:

Job Title: Payroll/Benefits Technician
Application Deadline: January 25, 2008

Position #: 51150
Department: Department of Public Health
and Human Services

Please respond to the following listed supplement items. It is part of the evaluation process of applicants. Writing ability as well as content will be assessed through this supplement. Responses must be the applicant's own work, either legibly hand-written on plain or ruled paper, or typed on plain paper. In either case each page should be signed and dated by the applicant. Responses are due in Personnel no later than the closing date shown on the Vacancy Announcement.

- 1) Tell us about your most difficult supervisory experience and how you handled it.
- 2) Describe any automated payroll systems you have worked with. Have you worked with Kronos or SABHRS? If so, list experience.
- 3) Describe your payroll experience. Did you deal with the employee benefits (insurance, employee retirement programs, etc.)?